

Chair's Guidelines for the Environmental Rules Board

2/1/13

These guidelines are intended to assist in the orderly transaction of business before the board. The chair reserves the privilege of making changes to these procedures when it is advisable to do so.

1. Designated meeting time for the ERB is the second Wednesday of each month at 1:30 p.m. Board meetings are subject to cancellation based on whether there is business for the board to conduct.
2. Rulemaking actions and other business will usually be held in the order in which they are posted on the agenda. Occasionally, the order may vary to accommodate a specific situation that arises after the posting of the agenda. Changes will be announced at the start of the board meeting.
3. IDEM Rule Development staff will usually present rules to the board and IDEM technical staff will be present to answer technical questions that may arise during the hearing or proposed board action.
4. The chair may put time limits on testimony on any matter before the board.
5. IDEM provides suggested amendments to preliminarily adopted rules in the final adoption board packet. Different or additional amendments may be suggested by commentators during the hearing. Amendments may be offered by board members during board discussion prior to board action. The chair encourages anyone offering substantive amendments to have them prepared in writing and circulated to board members and IDEM before the board meeting. Any amendments beyond those offered into the record by IDEM must be read into the record of the hearing to be considered by the board.
6. A board member must be present at the time of the board meeting to vote on business before the board.
7. A quorum of the ERB is 8 members, 5 of whom must be appointed members.
8. No business can be transacted without a quorum of the ERB being present. If a quorum is not present at a board meeting, any official business scheduled before the board will be moved to a subsequent board meeting.
9. Decorum will be expected at all times from all those in attendance.
10. All board members are urged to be on time. Meetings will begin at the start time designated on the agenda.
11. Anyone wishing to address the board on any matter is asked to fill out an appearance card and give it to IDEM administrative staff who will be present at the sign-in table. Copies of materials to be presented at the board meeting will be available at the sign-in table.
12. Board packets will be sent to board members 2 weeks prior to each board meeting. The packets will generally be available on the IDEM website at least 10 days prior to the scheduled meeting.